Town of Belmont
Employment Opportunity

The Town of Belmont is now accepting applications for the Full Time position of:

ELECTRICAL ENGINEER

Applicants must submit the <u>required</u> Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of <u>June 12, 2017</u>

Belmont Municipal Light Department (Belmont Light) is accepting applications for an Electrical Engineer to provide technical expertise in the planning and operation of its overhead and underground electrical systems. The Electrical Engineer will work closely with the Director of Operations and Engineering Manager to monitor the overall effectiveness of the utility's electrical and electronic systems. The core job duties will include:

- Analyze, design, and modernize electrical and electronic systems to ensure industry best practices. Investigate engineering problems related to the systems
- Enhance system reliability, performance, and efficiency
- Support state and town-driven projects and interact with staff from state and municipal agencies (e.g. MassDOT)
- Oversee engineering projects and programs
- Manage and analyze reliability data
- Prepare and execute switching orders and fault location and repairing
- Prepare plans and specifications to support field operations
- Utilize and maintain industry software needed to monitor and control the modernized systems
- Execute system switching orders, fault locating, and repairs
- Provide input to system planning and technical specifications of materials and equipment
- Effectively work with one-line diagrams, blueprints, and maps
- Perform engineering services for the troubleshooting, testing, and programming of meters, meter reading and related equipment (e.g. instrument transformers, test switches, meter sockets, demand and reactive meters and similar equipment, control and data acquisition equipment)
- Communicate and provide support to internal as well as external customers when dealing with technical inquiries and requests
- Provide additional engineering support as needed
- May participate in on-call rotation to respond to emergencies
- May be exposed to electrical hazards and inclement weather conditions

Bachelor's degree in electrical engineering, electronics engineering, or other appropriate engineering field with 3 to 5 years of progressively responsible and practical experience in electrical system design and analysis, preferably in the electric utility industry; <u>or</u> an associate's degree in electrical engineering with 5 to 7 years of related experience, including at least 2 years in the electric utility industry; <u>or</u> any equivalent combination of education, training, and experience. Requires a valid MA driver's license. Experience with GIS, AutoCAD, SCADA and/or outage management systems, familiarity with OSHA and EPA guidelines; knowledge of the National Electric Code, and possession of E.I.T or similar electronics certifications highly desired, but not required.

The salary range is competitive and will commensurate with the candidates' qualifications and experience. The position is eligible for full benefits.

Official appointment is contingent upon satisfactory results of a CORI background check and a pre-employment physical and drug screening.

Responses accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax to 617-993-2741 by the closing date of <u>June 12, 2017</u>

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Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. All positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

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Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov

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